

DEPARTMENT OF THE TREASURY

# ***FINANCIAL CRIMES ENFORCEMENT NETWORK***

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## **SENIOR EXECUTIVE SERVICE**

### ***Vacancy Announcement FNSSES/03-001***



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**Opening Date: April 28, 2003**

**Closing Date: June 16, 2003**

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**THIS AMENDS THE ORIGINAL ANNOUNCEMENT TO FURTHER CLARIFY SECURITY INVESTIGATION REQUIREMENTS FOR THE POSITION; REFLECT THAT RELOCATION EXPENSES MAY BE PAID; AND EXTENDS THE ANNOUNCEMENT UNTIL JUNE 16, 2003.**

**AREA OF CONSIDERATION:** All Qualified US Citizens

**POSITION:** Deputy Director, Operations  
(Position is designated as Career Reserved)  
ES-301-01/04

**OFFICE:** Financial Crimes Enforcement Network  
Office of the Deputy Director, Operations

**DUTY LOCATION:** Vienna, Virginia

**PAY RANGE:** \$131,342 - \$142,500 per annum

### **MAJOR DUTIES**

The Deputy Director, Operations serves as the primary advisor to the Director on strategic planning and implementation of operational programs; oversees the operating programs of the Financial Crimes Enforcement Network (FinCEN), including the Offices listed below; oversees economic research and analysis; and oversees the activities of staff engaged in the investigation of criminal offenses. Serves a key role in developing or modifying operational programs to anticipate or respond to developments related to money laundering, including the utilization of new technology and emerging threats or challenges; exercises leadership in the development of strategic planning efforts; and directs efforts to assess program accomplishments. Oversees the development of, and responses to, legislative proposals concerning operating programs; directs the promulgation of regulations, policies, and guidelines to assure compliance with internal and external legal, regulatory and policy guidelines to which FinCEN is subject and promote consistency in operational practices; and initiates and guides the preparation of analyses, reports, proposals, and other forms of program measurement and review.

Incumbent provides policy oversight and coordinates efforts within FinCEN to secure information needed to investigate and prosecute alleged violators of criminal financial statutes, such as the Bank Secrecy Act and amendments to it, USA Patriot Act, Money Laundering Control Act of 1986, and Annunzio-Wylie Money Laundering Act of 1992. Utilizes a broad understanding and significant experience concerning law enforcement principles, practices and techniques to provide program management direction for the analysis and investigation of data that may indicate violations of criminal laws. In addition, represents FinCEN with executive level domestic and international groups, including the Department of Treasury, Congress, White House, law enforcement and intelligence agencies, financial institutions, and other organizations. Coordinates program activities and negotiates inter-agency agreements with domestic and international groups concerned with detecting and preventing money laundering and other improper finance activities. Serves on inter-organizational committees, presenting proposals and perspectives and advocating on behalf of FinCEN.

Through subordinate supervisors in several organizational units, the Deputy Director, Operations develops and implements a wide variety of programs, including the activities of the:

- Office of Investigations (OIV), which provides services to domestic and international FinCEN customers engaged in the investigation of individuals or groups suspected of money laundering and other financial crimes by supporting investigations; providing forensic accounting analysis and documentation; providing briefings and training; and providing access to FinCEN databases.
- Office of Strategic Analysis (OSA), which provides research and analysis to identify trends, patterns, and issues associated with money laundering and other financial crimes; disseminates information to the law enforcement, regulatory and financial service sectors worldwide; and provides feedback to the financial community on the use of data collected and disseminated by FinCEN.
- Office of Intelligence (OOI), which develops, coordinates, and promotes national programs that provide tactical, operational, and strategic intelligence to U.S. law enforcement agencies to detect, prevent, or combat money laundering and other financial crimes.
- Programs under the Executive Associate Director, Regulatory Programs (ORP), to assure that regulatory programs are developed, interpreted, and implemented in a manner consistent with pertinent legislation, regulations, national strategies, and FinCEN strategic objectives; oversee regulatory compliance efforts; and exercise civil enforcement of the Bank Secrecy Act over banks and other institutions.

For further information regarding FinCEN's mission, please visit our website at

[http://www.fincen.gov/af\\_mission.html](http://www.fincen.gov/af_mission.html)

### **EQUAL EMPLOYMENT OPPORTUNITY**

FinCEN is an Equal Employment Employer: Selection for this position will be based solely on merit with no discrimination for non-merit reasons such as race, color, religion, sex, national origin, politics, marital status, disability, sexual orientation, age, or membership or non-membership in an employee organization.

FinCEN provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

## **FINCEN BENEFITS**

FinCEN offers flexible work schedules, a comprehensive leave program, 10 paid holidays, financial assistance to employees who use public transportation to commute, in-house training, reimbursement for approved outside training, and eligibility for performance awards. FinCEN also offers attractive health, life, and long-term care insurance programs, and the employee's health insurance contributions are out of pre-tax dollars. Newer employees are covered by a three-tier retirement plan that includes a pre-tax retirement contribution program with matching funds or, as applicable, continuance in the CSRS. The office is located in a modern commercial building in Vienna, Va., close to Tyson's Centers, with free parking, shuttle service to and from the Dunn Loring Metro station, health unit, and a fitness center (employees pay fitness center fee). All employees are assigned individual state-of-the-art computers.

## **QUALIFICATION REQUIREMENTS**

Applicants must be U.S. citizens.

The applicant's experience MUST clearly show that he/she possesses the professional, technical and program knowledge, skills, and abilities outlined under all of the Executive Core Qualifications (ECQ's), the MANDATORY (Selective Factor) Technical Qualifications, and the Desirable Technical Qualifications. Please refer to the Office of Personnel Management's (OPM) Senior Executive Service (SES) website at <http://www.opm.gov/ses> for general information on the SES.

Each applicant is required to submit a narrative statement addressing all of the ECQ's, MANDATORY (Selective Factor) Technical Qualifications, and Desirable Technical Qualifications listed below (we recommend no more than two pages per core/technical qualification). However, current members of the career SES, former career SES members with reinstatement eligibility, and OPM certified graduates of the SES candidate development program only need to address the MANDATORY and Desirable Technical Qualifications.

Please see the HOW TO APPLY section for specific instructions. The narrative statements should demonstrate the necessary level of management skills, characteristics, qualities, specialized knowledge and technical competence, which would indicate successful performance in the SES. The statements must include clear and concise examples that emphasize the applicant's level of responsibilities, scope and complexity of programs managed, program accomplishments, policy initiatives, and level of contacts. The OPM "Guide to Senior Executive Service Qualifications" provides detailed information on addressing the ECQ's and key characteristics and is available on the OPM website at [www.opm.gov/ses/handbook.html](http://www.opm.gov/ses/handbook.html).

**NOTE:** When responding to the core, mandatory, and technical qualifications under sections A, B, and C, applicants should provide examples that describe (1) background information; (2) problems; (3) actions taken; and (4) specific results.

## **A. MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQ's)**

The following elements will be used to evaluate each individual applicant's record of knowledge, skills, abilities, and potential to ensure that the applicant possesses sufficient breadth and depth of executive qualifications for entry into the career Senior Executive Service. The ECQ's emphasize such qualities as customer service, creativity, team building, partnership, and describe the leadership skills needed to succeed in the SES as well as reinforce the concept of an "SES corporate culture."

Remember, you can refer to the OPM "Guide to Senior Executive Service Qualifications" which provides detailed information on addressing the ECQ's and key characteristics and is available on the OPM website at [www.opm.gov/ses/handbook.html](http://www.opm.gov/ses/handbook.html).

1. **LEADING CHANGE** (This encompasses the ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity -- to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity).
2. **LEADING PEOPLE** (This involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals).
3. **RESULTS DRIVEN** (This stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies).
4. **BUSINESS ACUMEN** (This involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.) Describe a staffing challenge and the results; describe budget, and challenges/action taken to achieve results; describe how development or implementation of information systems have resulted in cost-effective savings, better use of staff time, better decision-making, etc.
5. **BUILDING COALITIONS/COMMUNICATION** (This involves the ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization).

## **B. MANDATORY PROFESSIONAL/TECHNICAL QUALIFICATIONS**

1. **Extensive knowledge of FinCEN's mission and program activities.** (Applicants must describe their experience which provided knowledge of the laws and mandates that guide FinCEN and the operational activities of FinCEN.)
2. **Formulating and implementing strategies for conducting research and analysis concerning money laundering and related financial crimes.** (Applicants must describe their experience concerning strategies for conducting such research and analysis.)

### **C. DESIRABLE PROFESSIONAL/TECHNICAL QUALIFICATIONS**

**3. Ability to represent FinCEN with domestic and international groups, including Congress, OMB, the White House, law enforcement and intelligence agencies, and financial institutions.** (Applicants must describe their role and authority in relevant representational activities.)

**4. Ability to provide a full array of technical and administrative direction, through subordinate supervisors, to a large staff of senior analysts engaged in the research and analysis concerning money laundering and other financial crimes.** (Applicants must describe their experience relevant to such management activities.)

**5. Expertise in preparing and overseeing the development of formal written products, including legislative proposals and responses; regulations, policies, and guidelines; planning and proposal documents; and analyses and reports.** (Applicants must describe their roles in preparing and directing the preparation of such materials.)

### **METHODS TO BE USED IN RATING AND RANKING CANDIDATES:**

Rating and ranking to determine "Best Qualified" will be conducted by representatives of an Executive Resources Board (ERB). Each applicant's overall record (professional and volunteer experience, education and training, accomplishments, awards, and potential) will indicate whether he/she possesses the knowledge, skills, and abilities needed in the ECQ's and both the Mandatory and Desirable Technical Qualifications.

### **ADDITIONAL INFORMATION**

The selectee for this SES position must be able to satisfy the following requirements:

1. This position is a sensitive position and the selectee must be able to obtain and maintain a Top Secret/Sensitive Compartmented Information (TS/SCI) clearance;
2. Undergo a tax record check;
3. Satisfactorily complete a drug test and, thereafter, be subject to random drug testing;
4. File a statement of employment and financial interests upon entry, and annually thereafter; and
5. Serve a 1-year probationary period.

Short-term travel may be required.

RELOCATION EXPENSES MAY BE PAID.

### **HOW TO APPLY**

1. Applicants may submit OPM Optional Form 612 (Optional Application for Federal Employment), resume, or other written format of their choice. However, the application, regardless of the format, must describe the applicant's related qualifications pertinent to the position and must include the information cited in the OPM brochure, OF-510, "Applying for Federal Jobs." This brochure may be obtained at [www.opm.gov/forms/pdfimage/of0510.pdf](http://www.opm.gov/forms/pdfimage/of0510.pdf). The OF-612 may be obtained at [www.opm.gov/forms/pdfimage/of0612.pdf](http://www.opm.gov/forms/pdfimage/of0612.pdf)

2. Applicants **MUST** also provide narrative statements addressing each of the five mandatory Executive Core Qualifications, the two mandatory Technical Qualifications and the three desirable Technical qualifications on regular bond paper (we recommend no more than two pages per core/technical qualification). The Mandatory and Desirable Technical Qualifications must be addressed by all applicants, including current SES members, former career SES members, and graduates of the SES Candidate Development Program.
3. Applicants who completed an OPM-approved SES candidate development program must submit a document that certifies the completion. Applicants who are current SES employees or are eligible for reinstatement to an SES-Career appointment must submit a copy of the Notice of Personnel Action (SF-50), or equivalent documentation that indicates the SES-Career status.
4. Please download, complete, and submit the following optional forms:
  - SF-181, Race & National Origin Identification form, Rev 5-82. This form is located at [www.opm.gov/forms](http://www.opm.gov/forms) - then open Standard Forms and select SF-181.
  - SF-256, Self Identification of Handicap form, Rev 8/87. This form is located at [www.opm.gov/forms](http://www.opm.gov/forms) - then open Standard Forms and select SF-256.

While completion of these forms is not mandatory, this information aids us in measuring the effectiveness of our outreach efforts.
5. The vacancy announcement number must be listed on the envelope and the first page of your application or resume. All application materials **must be postmarked** no later than the closing date of the vacancy announcement. The use of postage-paid Government agency envelopes is a violation of Federal law. Applications received in postage-paid Government envelopes will not be considered.
6. No documents, other than those specified in this section, will be accepted. Any excess documents will not be forwarded to the Executive Resources Board. Please do not attach position descriptions, award certificates, personal endorsements, pictures, etc. Materials submitted as part of your application will not be returned.
7. Failure to submit all required documents and information requested by the closing date of this announcement will constitute an incomplete application package, and may result in your application not being considered. Applicant's qualifications will be evaluated solely on the information submitted in their application.

**APPLICATION PACKAGES MUST BE MAILED TO:**

**Financial Crimes Enforcement Network  
Human Resources  
Vacancy Announcement FNSES/03-001  
P.O. Box 39  
Vienna, VA 22183-0039**

**APPLICATIONS MUST BE POSTMARKED BY  
THE CLOSING DATE of JUNE 16, 2003.**

**FOR FURTHER INFORMATION CONTACT:**

For a copy of this announcement please visit the FinCEN website at,  
[http://www.fincen.gov/wn\\_jobposting.html](http://www.fincen.gov/wn_jobposting.html)

For additional information, please call:  
Ms. Patti Jean Warren (703) 905-3971.